A guide to editing your new website

scoutwebsites

Getting started

Congratulations on the launch of your new website! You’re probably eager to make changes and build on the content that we’ve put live for you, however we recommend you give this guide a quick read through first, so you know exactly what to do!

Your new website is built using the WordPress content management system (CMS). WordPress is an open source platform, meaning that there are thousands of WordPress developers all around the world working day and night to improve the system. The CMS allows us to develop a bespoke website with content and dynamic areas powered by a database that can be easily edited via the WordPress dashboard, which all authorised users will have access to.

The primary reason for using WordPress for the new website is due to its adaptability, and it is the least restrictive in terms of an end user changing content. As the most commonly used CMS in the world, WordPress is continually being updated and can be worked on by an almost unlimited pool of developers.

This user manual will take you through step by step how to use WordPress, from logging in to editing and updating each area.

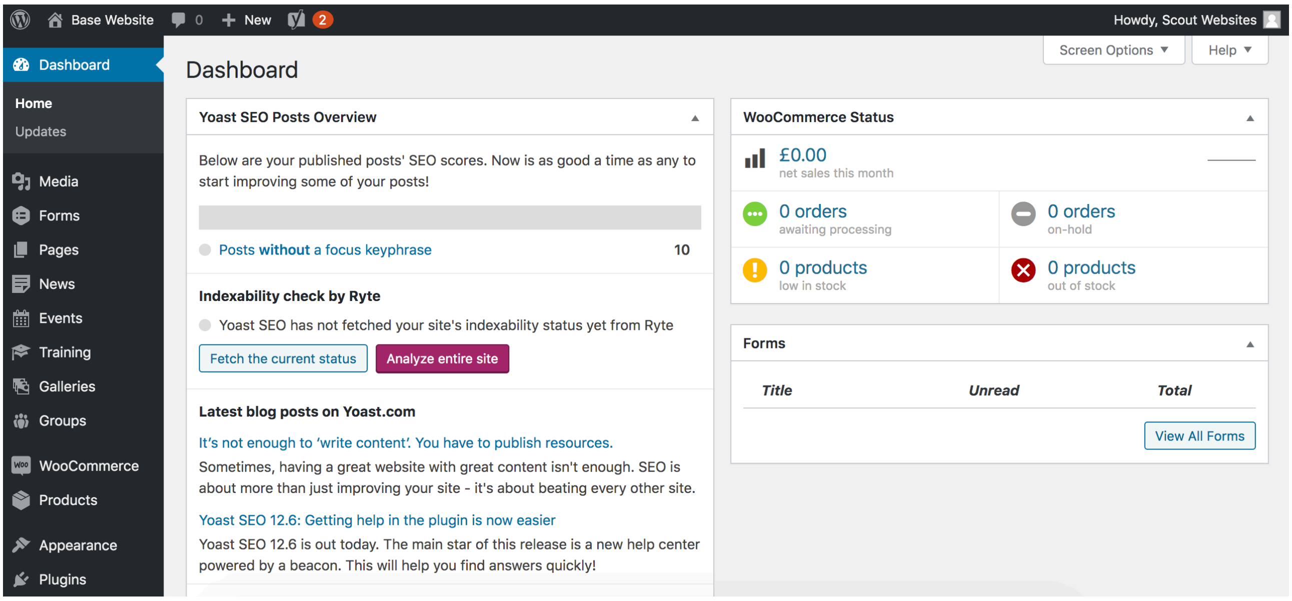
Please do not make any further changes to the staging link we previously sent you, any changes made will not show up on your new live website.

Feel free to print off this guide to help you and your team, we will also be able to add other members to your website with their own username and password and send this guide to them with their details on for safe keeping.

If you come across any further issues that haven’t been described in this booklet, please get in touch with us as we are always happy to help!

Dashboard

After you enter your login details, this is the screen you will first be shown.


Base Website
0
New
2
Howdy, Scout Websites
Dashboard
Home
Updates
Media
Forms
Pages
News
Events
Training
Galleries
Groups
WooCommerce
Products
Appearance
Plugins
Screen Options ▼
Help ▼
Fetch the current status
Analyze entire site
View All Forms

Dashboard

Yoast SEO Posts Overview

Below are your published posts' SEO scores. Now is as good a time as any to start improving some of your posts!

Posts without a focus keyphrase 10

Indexability check by Ryte

Yoast SEO has not fetched your site's indexability status yet from Ryte

Latest blog posts on Yoast.com

It's not enough to 'write content'. You have to publish resources.

Sometimes, having a great website with great content isn't enough. SEO is about more than just improving your site - it's about beating every other site.

Yoast SEO 12.6: Getting help in the plugin is now easier

Yoast SEO 12.6 is out today. The main star of this release is a new help center powered by a beacon. This will help you find answers quickly!

WooCommerce Status

£0.00
net sales this month

0 orders
awaiting processing

0 orders
on-hold

0 products
low in stock

0 products
out of stock

Forms

Title	*Unread*	*Total*

You can use the bar across the top of the page to toggle between the WordPress dashboard and the front-end of the website (what your website user will see). By clicking the home icon (your website name which replaces "base site"), this will take you from the dashboard to the website and vice versa.

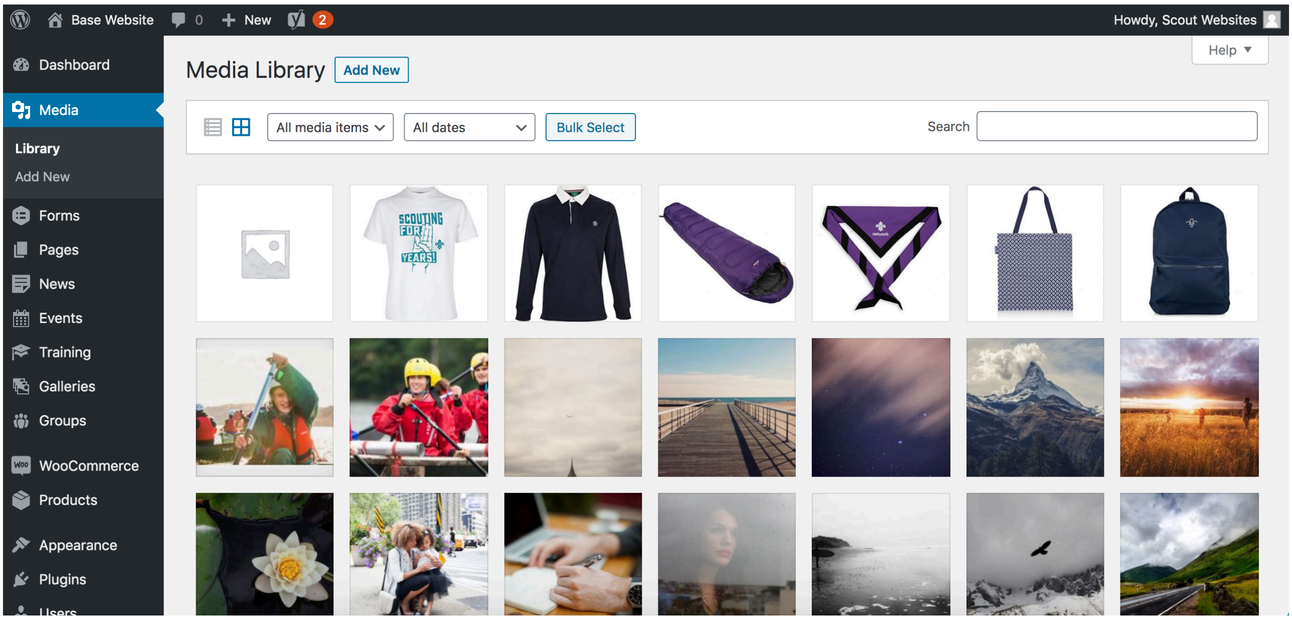
Use the sidebar to navigate between any of the sections across your site.

Please ignore any update requests across the site, we will run any necessary updates on our end, if you do select this then it may cause some disruption to your website.

Media

The Media Library is where you are able to upload any images, documents (such as PDFs), logos and any downloadable, visual or other elements to add to your pages. From here you will be able to access and view all past assets and upload new media to the library.

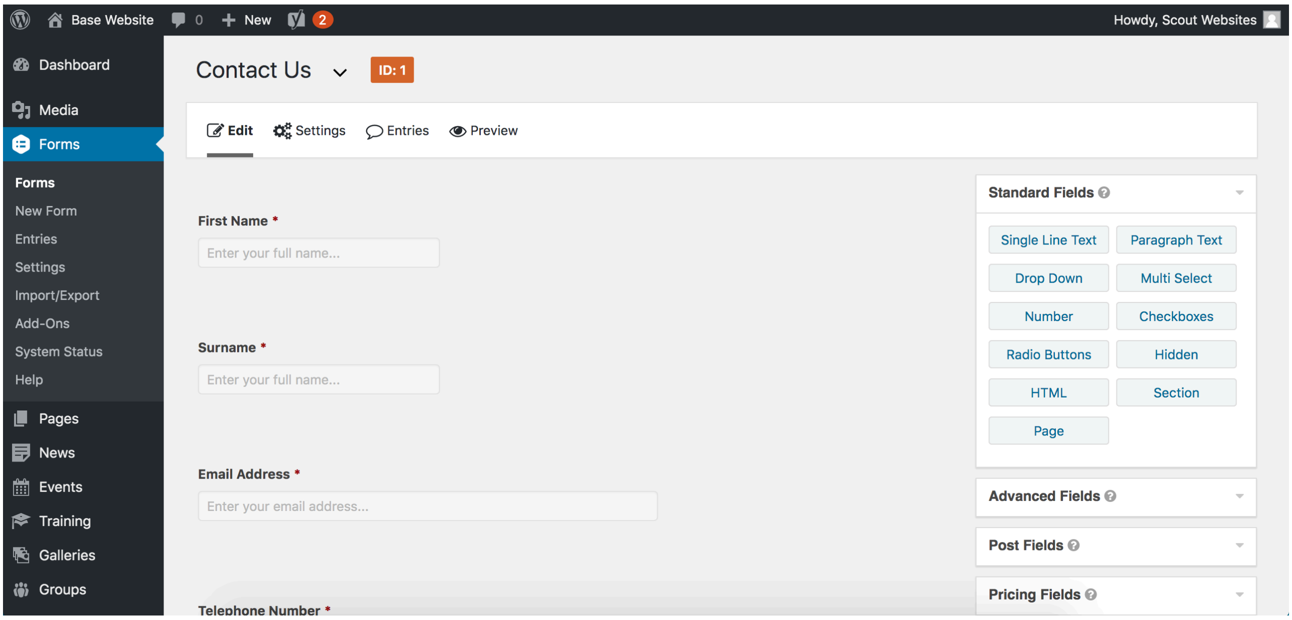
- To add an image or document, click “add new” > “select files” > you can either select a single image / document OR highlight using your mouse OR hold down the ctrl/ command button whilst selecting to add multiple images or documents at the same time.
- The files added in here are organised chronologically from when you added them to the site.
- You can also search using a keyword or document name to find a specific upload.


Base Website
0
New
2
Howdy, Scout Websites
Dashboard
Media
Library
Add New
Forms
Pages
News
Events
Training
Galleries
Groups
WooCommerce
Products
Appearance
Plugins
Users
Media Library
Add New
Help
All media items
All dates
Bulk Select
Search
SCOUTING FOR YEARS!

Forms

This is where the bespoke forms are stored. Each site already comes with a pre-built Contact and Join form. If you require a Nights Away Notification form, please let us know and we can easily build this for you using our template or one that you provide.

Once your site has launched, you will be able to create your own bespoke forms by following the instructions below which also appear when you have created a new form.


Base Website
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Howdy, Scout Websites
Dashboard
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New Form
Entries
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Import/Export
Add-Ons
System Status
Help
Pages
News
Events
Training
Galleries
Groups
Contact Us
ID: 1
Edit
Settings
Entries
Preview
First Name *
Enter your full name...
Surname *
Enter your full name...
Email Address *
Enter your email address...
Telephone Number *
Standard Fields
Single Line Text
Paragraph Text
Drop Down
Multi Select
Number
Checkboxes
Radio Buttons
Hidden
HTML
Section
Page
Advanced Fields
Post Fields
Pricing Fields

Building a form:

1. Click “add new” and add a form title.
2. Choose a Standard or Advanced Field (see field meanings below).
3. To change the name of a field, hover over the field, and click the arrow, enter the title in “Field Label” under “General”.
4. To change the example text within a field (such as “enter name here”) enter this in “Placeholder” under “Appearance.
5. If a field must be filled in by the user, tick “Required” under “General”.
6. Go to settings > notifications > admin notification > under “send to email” enter the email address you’d like the form entries to go to.
7. To set up an email template for your form, copy and paste one from a form that is already created in the “notifications” section > admin notifications > message in the

form area. You can then erase all of the form fields that aren't applicable and use the drop down to replace each one. This is necessary to be able to see the content that has been completed within these fields. This is quite a tricky part so if you have any trouble, feel free to get in touch with us and we will be able to do this bit for you or talk you through it.

Commonly used form fields explained:

- Single Line Text - for fields such as name, membership number, Group name etc and any other fields that would require a single line answer.
- Paragraph Text - for fields require a bit more information such as a message, notes or a list of multiple people.
- Drop Down - for multiple choice answers such as the type of enquiry (the Checkboxes and Radio Buttons can also be used for this).
- Date - for bookings or date of birth.
- Time - for bookings.
- Address.
- Email.
- CAPTCHA - to add extra security at the bottom of a form.

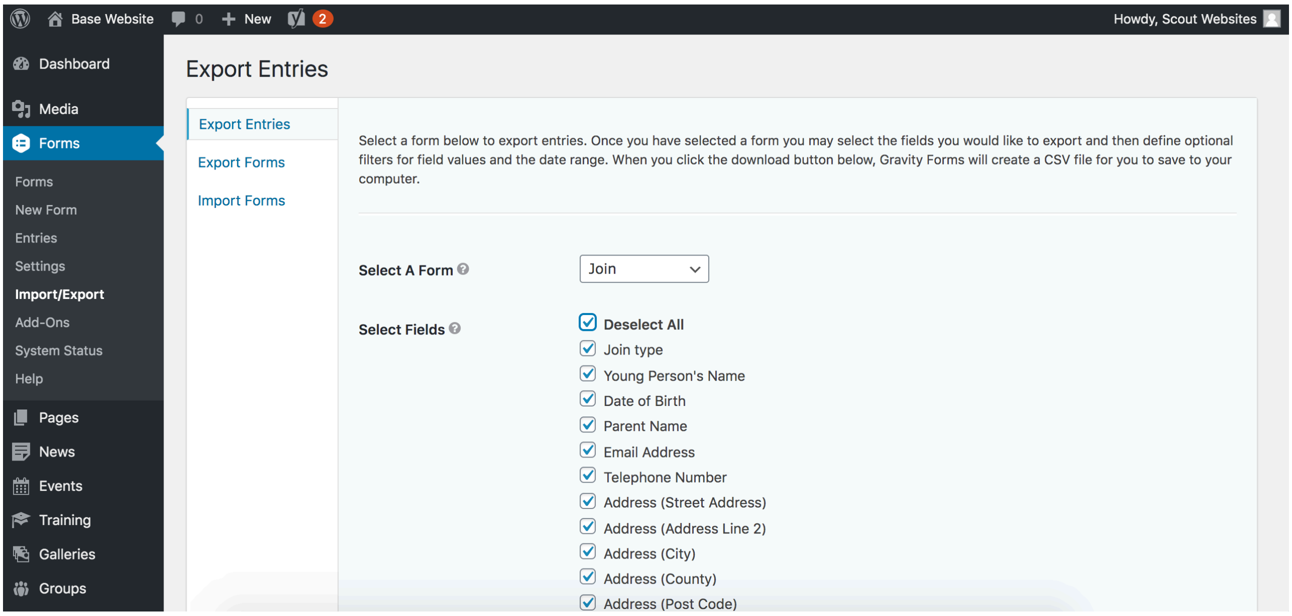
Adding a form to a page:

1. Create page in pages (follow instructions in pages section) if you are giving the form a dedicated page but you can also follow the below steps on an existing page.
2. Click "Add Form", select from the dropdown, click "Insert Form".
3. Delete "gravity" from "gravityform", ensure the ID number matches the ID number on the form, rename the title to the title of your form, delete "description='true'".
4. Publish page.

Viewing form submissions:

Besides getting email notifications when an entry is submitted, or if you are not the email account holder, you can view the form entries by following the steps below.

1. In the forms section, hover over the required form until several options appear, click “entries”.
2. All entries will be listed here.
3. To download the full information inputted from your entries, download a CSV file by selecting “Import/Export” from the sidebar under “Forms”. You can then select a form, and which fields you’d like to export into a CSV file, scroll down to the bottom and click “Download Export File”.


Base Website
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Howdy, Scout Websites
Dashboard
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Forms
Forms
New Form
Entries
Settings
Import/Export
Add-Ons
System Status
Help
Pages
News
Events
Training
Galleries
Groups
Export Entries
Export Forms
Import Forms

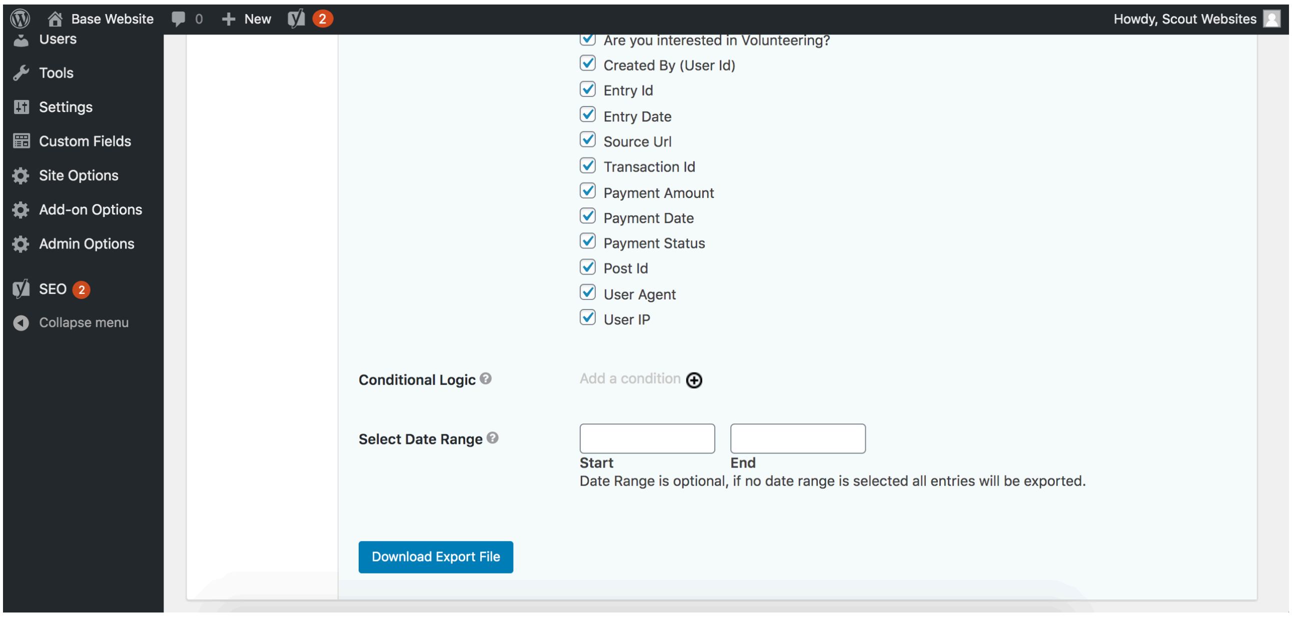
Export Entries

Select a form below to export entries. Once you have selected a form you may select the fields you would like to export and then define optional filters for field values and the date range. When you click the download button below, Gravity Forms will create a CSV file for you to save to your computer.

Select A Form Join

Select Fields

☑ **Deselect All**
☑ Join type
☑ Young Person's Name
☑ Date of Birth
☑ Parent Name
☑ Email Address
☑ Telephone Number
☑ Address (Street Address)
☑ Address (Address Line 2)
☑ Address (City)
☑ Address (County)
☑ Address (Post Code)


Base Website
0
New
2
Howdy, Scout Websites
Users
Tools
Settings
Custom Fields
Site Options
Add-on Options
Admin Options
SEO 2
Collapse menu
Download Export File

☑ Are you interested in Volunteering?
☑ Created By (User Id)
☑ Entry Id
☑ Entry Date
☑ Source Url
☑ Transaction Id
☑ Payment Amount
☑ Payment Date
☑ Payment Status
☑ Post Id
☑ User Agent
☑ User IP

Conditional Logic Add a condition ⊕

Select Date Range
Start End
Date Range is optional, if no date range is selected all entries will be exported.

Pages

This is where all of the pages are stored, and essentially the most important section of your website. Each site comes with a template of pages and during the input of your content, more pages will have been added and any not relevant to your Group, District or County will have been removed.

You can also add new pages, edit any existing and remove ones you don't need anymore.

Creating a page:

1. Select "Add New".
2. Give your page a title name.
3. If your page is a sub page, then on the right hand side you can select a "parent page" which is the page it will fall under.
4. If it is a parent page, then leave this selected as (no parent).
5. Click "publish" or "save draft" for later.
6. If your page is private (for example, part of a members area) then click "Edit" next to "Visibility: Public" and then "Password protected" and enter a password that can be used by anyone that has access to this password.

Formatting your pages:

It's all well and good having lots of really interesting content across your pages, but if it doesn't look nice then people aren't as likely to read it. Make sure to style your pages using the tags below:

1. Repeat your page title in the main text box with a <h1> tag as below:
   <h1>Enter title here</h1>
2. Copy and paste your page text, using appropriate spacing for paragraphs, wrapping your paragraph in a <h6> tag as below:
   <h6>Enter title here</h6>
3. To create a bullet point list:


```
<li>add bullet point one text here</li>
<li>add bullet point two text here</li>
</ul>
```

4. </br> to insert an invisible line, repeat as needed for unruly images

For others, use /playground at the end of the URL, to copy and paste, edit this page.

Please do not cut or delete anything from this playground page.

Individual members login (Add-On)

This enables your users to register using the members area form, which you then approve manually in the WordPress dashboard. Once approved, they will then be able to access your protected areas using their own individual login.

You will receive an email to inform you of any user registration sign ups but you will have to use the following instructions to approve and grant access to the user.

1. From the WordPress dashboard, go to Forms.
2. Hover over Members Area > hover over Settings > click on Pending Activations.
3. You will then be able to see any that are pending and approve them. They will then get an email saying they've been approved with their username and password. You will then find them under Users.

Useful links directory

1. **The Scouts:** https://www.scouts.org.uk
2. **Scout Websites:** https://www.scout-websites.com
3. **Details about extra functionality:** https://www.scout-websites.com/features
4. **Support Area and FAQs:** https://www.scout-websites.com/support

Advice

1. **How to improve User Experience across your website:** https://www.scout-websites.com/advice/how-to-improve-user-experience-across-your-website
2. **Why you should integrate Google Calendar into your website:** https://www.scout-websites.com/advice/why-you-should-integrate-google-calendar-into-your-website
3. **How to streamline your website for your users:** https://www.scout-websites.com/advice/how-to-streamline-your-website-for-your-users
4. **Send email campaigns to your users with our email system:** https://www.scout-websites.com/advice/keeping-in-touch
5. **Find out more about domain names and hosting:** https://www.scout-websites.com/advice/hosting-and-domain-names